

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
NATIONAL BUSINESS CENTER
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In Reply Refer to:
1550 (BC-650B)P

April 29, 1998

EMS TRANSMISSION
Information Bulletin No. BC-98-070

To: All Washington Office and Field Officials

From: Director, National Business Center

Subject: Publications Distribution List

DD: 5/29/98

It is time to update the Bureauwide distribution requirements for other agencies' publications for FY 99. Using the attached order form, state offices should gather the information from their subordinate offices and submit a request for the entire state organization. Washington Office Group Administrators should consolidate the needs of their teams. Because costs for these publications continue to rise, order the absolute minimum number necessary for your organization. Please note, the publications listed on the attached order form that are available electronically, contain their INTERNET address.

In order to take advantage of the prices available through this special program, please complete and return this request to the Bureau Printing Officer (BC-650B) no later than May 29, 1998.

If you have any questions or require assistance, please contact Lee Campbell at (303) 236-9422. The FAX number for submitting your requirements is (303) 236-9470.

Signed by:
Roy E. Morris
Director, National Business Center

Authenticated by:
Lynne J. Lotvedt
Staff Assistant

1 Attachment
1 - Annual Publications Survey (4pp)

Distribution
BC-650
RS-150A, BLM Library

ANNUAL PUBLICATIONS SURVEY

FISCAL YEAR 1999

Order Form

| <u>TITLES</u> | <u>QUANTITY</u> |
|--|-----------------|
| Office of Personnel Management | |
| 1. Notice and Posting System | _____ |
| 2. Operating Manual - The Guide to Personnel Recordkeeping Also available from http://www.opm.gov/feddata/html/opf.htm | _____ |
| 3. Operating Manual - The Guide to Processing Personnel Actions _____ Also available from http://www.opm.gov/feddata/html/expro.htm | |
| 4. Operating Manual - SF-113 Summary Data Recordkeeping Also available from http://www.opm.gov/feddata/html/sf113rpt.htm | |
| 5. Operating Manual - The Federal Wage System | _____ |
| 6. Operating Manual - The Federal Wage System Non-appropriated Funds | _____ |
| 7. Operating Manual - Qualification Standards for General Schedule Positions (formerly Qualifications Standards Handbook) Also available on the CD-ROM - HRCD: GS Position Classification and FWS Job Grading Standards | _____ |
| 8. CD-ROM: HRCD: GS Position Classification and FWS Job Grading Standards which includes: Digest of Significant Classification Decisions and Opinions Handbook of Occupational Groups and Series Qualifications Standards for General Schedule Positions U.S.C. Title 5 | _____ |
| 9. The Federal Labor-Management and Employee Relations Consultant | _____ |
| 10. Salary Table No. 99, Executive Branch of the Government | _____ |
| 11. Employment and Trends Also available at: http://www.opm.gov/feddata/html/empt.htm | _____ |
| 12. Workforce Performance | _____ |
| 13. OPM Information Directory (Formerly the OPM Telephone Directory) | _____ |
| 14. OPM Organizational Directory of Key Officials _____ | |
| 15. FOCUS | _____ |
| 16. Working Years and Personnel Costs, FY 98 | _____ |

Also available at: <http://www.opm.gov/feddata/html/wypc.htm>

| <u>TITLES</u> | <u>QUANTITY</u> |
|--|-----------------|
| 17. Pay Structure of the Federal Civil Service, 3/3/99 Also available at: http://www.opm.gov/feddata/htm/paystr.htm | _____ |
| 18. OPM Message to the SES Also available at: http://www.opm.gov/ses/index.htm | _____ |
| 19. Biennial Report of Employment by Geographic Area, December 31,1998 | _____ |
| 20. New Developments in Employee and Labor Relations | _____ |
| 21. Significant Cases | _____ |
| 22. Handbook of Occupational Groups and Families Also available at: http://www.opm.gov | _____ |
| Miscellaneous Agencies | |
| 23. Directory of DCAA Offices (DLA) | _____ |
| 24. DOD Telephone Directory (DAPS) | _____ |
| 25. Federal Energy Reports (FERC) | _____ |
| 26. Federal Energy Guidelines, Statutes and Regulations (FERC) | _____ |
| 27. List of Parties Excluded From Federal Procurement or Nonprocurement Prog. (GSA) | _____ |
| 28. Federal Travel Regulations and Subsequent Changes (GSA) | _____ |
| 29. Commuted Rate Schedule (GSA) | _____ |
| 30. Federal Acquisition Circulars (GSA) | _____ |
| 31. General Wage Determinations Issued Under Davis-Bacon and Related Acts (Labor) | _____ |
| 32. Occupational Outlook Handbook (Labor) | _____ |
| 33. NARA Bulletin (NARA) | _____ |
| 34. Maximum Travel Per Diem Allowance for Foreign Areas (State) | _____ |
| 35. Standardized Regulations (State) | _____ |
| 36. U.S. Statutes at Large (GPO) | _____ |

TITLES

QUANTITY

42. Daily Congressional Record(GPO) **This is available on the INTERNET, if you wish to order a paper copy please provide a fund code along with your quantity.**
- _____

Please note, the following publications will no longer be available in a paper format, but may be found at the website indicated:

Operating Manual - Guide to Personnel Data Standards
<http://www.opm.gov/feddata/html/datastan.htm>

Operating Manual - Guide to Central Personnel Data File (CPDF)
(Formerly Operating Manual - Federal Workforce Reporting System)
<http://www.opm.gov/feddata/htm/dataREQ.htm>

Operating Manual - The CSRS and FERS Handbook for Personnel
and Payroll Offices <http://www.opm.gov/asd/htm/pub.htm>